Dear educators,

Thank you to all who prepared for and administered the ACT and WorkKeys this year. 97% of Wisconsin public and choice schools administered the ACT and WorkKeys on the initial test dates in February. Schools administered makeup testing this week and there are test dates available for ACT and WorkKeys on April 3 and 4 for students who weren't able to test on the initial or makeup days. The ACT Aspire (Early High School) testing window for grade 9 and 10 students opens on April 9 and closes May 11. Please see below for Aspire readiness checklists. Also, an important request to please check the Student Request Queue in the Aspire portal for student transfers. Schools may be waiting for you to approve their transfer request before they can complete test session set up. If you submit a transfer request, please reach out the student's previous school to remind them to approve the request. See below for more details on transferring students and other timely reminders on statewide high school testing.

Download WorkKeys Certificates from SAFE — deadline March 31
On April 1, DPI will archive the 2015 and 2016 WorkKeys National Career Readiness Certificates (NCRCs) and WorkKeys data files in SAFE. After this date, these files will not be accessible in SAFE. DACs should download 2015 and 2016 NCRCs and WorkKeys data files from SAFE by March 31. 2017 NCRCs will remain in SAFE for now.

ACT 2018 Score Delivery
ACT releases scores to students and schools 3-8 weeks after answer documents are returned. Here is the ACT Score Reporting Schedule. ACT will send paper score reports to students' home addresses 3-8 weeks after answer documents were received at ACT. For the Feb 27 test date, answer documents were due to ACT by March 9, so students may start receiving score reports in early April. Schools will receive hard copies of student scores (in batches) during the same timeframe. About one week after the score report is received in the mail, students can log on to actstudent.org to see the score online. If there's any trouble with the account, please call ACT Student Services at 319-337-1270. You can find examples of reports on the ACT Data and Results webpage.

ACT & WorkKeys Makeup Testing
The standard time makeup days were March 20 for ACT and March 21 for WorkKeys. The makeup accommodated testing window for ACT is March 20 - March 26 (weekdays only). The makeup accommodated testing window for WorkKeys is March 21 - March 27 (weekdays only). **Reminder: students approved for different timing codes cannot test in the same room.**

ACT & WorkKeys Emergency Testing
A third test date is available for students to complete the ACT and WorkKeys. The emergency accommodated testing window for ACT is April 3-9 (weekdays only). The emergency accommodated testing window for WorkKeys is April 4-10 (weekdays only).

Window to Place Orders for Emergency Testing: March 15 - 21
Students that will be testing on the emergency test dates of April 3 (ACT with writing) and April 4 (ACT WorkKeys) will need to have test materials ordered by March 21 to guarantee materials will arrive in time for a pretest session before April 3. You can continue to place additional orders until March 28. **Materials from February or March ACT or WorkKeys test dates cannot be used for April test dates**. Ordering instructions for the emergency test dates are in the PearsonAccessnext User Guides. An emergency accommodations testing window is available for students with ACT-approved accommodations who have not completed testing yet. To place an order for ACT accommodations materials, call ACT. Place an order for WorkKeys accommodated materials in PAnext.

FAQ: Are schools required to test new students?

Yes. The test coordinator should order test materials for the new students to test on the emergency test dates (April 3 and 4).

Aspire Early High School Resources

Please review and share the following Aspire resources:

- o WI Aspire Administration Supplement
- o Schedule of Events
- o Checklist for Success
- o Technology Readiness Checklist
- o DPI Aspire Resources Webpage

Aspire English Learner Supports

The following accessibility supports are available to EL students (in addition to the default embedded system tools and open access tools available to all users). Review the Aspire English Learner Supports Webpage and Aspire Accessibility User's Guide for details.

1. Translated test directions for all subjects
2. Word-to-word dictionaries for math, science, and writing sections

Student Transfers – please check your transfer request queue in the Aspire portal

- New school: The portal administrator at the new school initiates the transfer.
  - o Hover over the Students tab and select Student Transfer Request.
  - o Complete and submit all required information fields including the name of the previous school.
  - o **Contact the student's previous school to remind them to approve the transfer.**
- Previous school: The portal administrator at the previous school reviews and approves the request.
  - o Portal administrator at the previous school selects the Students tab on the top navigation bar in the Aspire portal, then selects the Student Request Queue, and approves/rejects the transfer requests that are pending as soon as possible. This step must be completed so as to allow the new schools to establish the test sessions for these students.
  - o ***The previous school must also remove the transferring student from all test sessions.***

For more details, see Portal User Guide p. 47 or the Transferring Students summative training video in the Aspire TMS site.

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk
General: 800-553-6244, ext. 2800
Accommodations: 800-553-6244, ext. 1788;
actaccoms@act.org
Aspire: 855-730-0400
http://www.act.org/stateanddistrict/wisconsin

General Information and Policies
Jennifer Bell
608-267-7268
jennifer.bell@dpi.wi.gov
https://dpi.wi.gov/assessment/act

Student Data
Phil Cranley
608-266-9798
philip.cranley@dpi.wi.gov

Choice Program and Test Security Issues
Duane Dorn
608-267-1069
duane.dorn@dpi.wi.gov